

Appendix A – REQUEST FOR PROPOSAL CHECKLIST

Empire State Development “ESD” Grounds Management Services Request for Proposals Checklist

I _____, a principal of the firm _____ certify that the following information has been submitted as part of the response to this Request for Proposals.

- ☐ Submitted all required information with respect to the Proposal, including but not limited to information specifically outlined in Proposal Requirements
- ☐ Conflicts of Interest Attestation -Section IX(i)
- ☐ Completed and submitted State Finance Law Sections 139-j and 139-k forms - Section IX(ii)
- ☐ Copy of VendRep receipt or completed form - Section IX(iii)
- ☐ Completed and submitted Iran Divestment Act Statement - Section IX(iv)
- ☐ Certify you are in compliance with EO-16 and EO-177- Sections IX(v & vi)
- ☐ Non-discrimination Forms OCSD-1, OCSD-2 – Section IX(vii)
- ☐ Completed and submitted Use of NYS Business Form - Section IX(viii)
- ☐ Completed and submitted ST-220-CA Form or affidavit - Section IX(ix)
- ☐ Include companies W-9 Form -Section X(x)

Note: Incomplete responses may not be considered by ESD

Signed: _____

Date: _____

Name: _____

E-mail: _____